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## PD-11035

### PD Information

PD Number	00CZ418	Master	<input type="checkbox"/>
Position Title	Government Information Specialist	Cloned from Master	<input type="checkbox"/>
Servicing HR Office	Central Office	Standard	Regional
Service/Staff Office/Region	Office of Administrative Services	Owner	SNA SBGopinadam
PD Status	Active	Series	0306
Pay Plan	GS	Supervisory Status	Non-supervisory (8)
Grade	14	FPL	14
Position Status	Competitive Service (1)	FLSA	Exempt
I/A	Yes	Competitive Level	N001
Position Sensitivity	Non-sensitive (1)	Financial Statement	OGE-450
Drug Test	Position does not require drug test (L)	Occupational Category Code	Administrative (A)
Public Trust Indicator	Level 5 - Moderate Risk (5)	Keywords	Cybersecurity data code is 00.
Legacy - Classified By	Mark W. Whitesell	Capstone Official	<input type="checkbox"/>
Classified By		Classified On	5/15/2012
Vacancy Announcement Number		Job Analysis Attachment	<input type="checkbox"/>

### Description

#### Description

Position description number: 00CZ418.  
 Date classified: 05-15-12.  
 Position: Government Information Specialist, GS-306-14.

#### MAJOR DUTIES

Under the broad, administrative description of the supervisor and with wide latitude for the exercise of independent judgment performs complex, sensitive, high level work characterized by an exceptional degree of difficulty and responsibility within the Office of Administrative Services (H1A). Serves as a nationally recognized expert in the Freedom of Information (Act) program area.

Given incumbent's mastery of the Freedom of Information Act program area, he/she serves as a center of expertise for the program, providing

key input to agency wide policy development, and/or implementation at the headquarters and regional level. As such, he/she furnishes significant information to top management officials at the headquarters and regional level who regularly seek his/her expertise on issues often of strategic importance to mission-essential goals and/or programs.

Incumbent provides opinions to other personnel within or outside the agency who also hold a high degree of FOIA/PA knowledge.

Schedules and conducts surveys of the FOIA programs for GSA staff offices and its major subordinates. Studies current operations to ascertain compliance with Federal laws, GSA, Department of Justice, and local regulations, policies, and procedures. Receives, analyzes, logs, assigns, and tracks FOIA requests addressed to GSA by using the FOIA Management Webpage. Analyzes problem areas, discusses them with personnel, and presents recommendations for corrective action. Prepares summaries of findings and recommendations. Confers with managers, staff principals, and requesters to explain objectives and outline procedures for accomplishing objectives. Analyzes FOIA training methods used and makes recommendations for a more effective training program. Follow-up surveys are conducted to ensure compliance with recommendations made on reports and to provide assistance and guidance to FOIA officials at GSA staff offices and at subordinate organizations. Coordinates presentation of courses, conferences, and seminars given for FOIA personnel. Evaluates training and incorporates revisions to course content when necessary. Establishes controls and requirements using applicable internal control checklists to ensure these programs are being managed in compliance with applicable directives, policies, and procedures and maintains a control register. On a case-by-case basis, assesses fees for releasable information or makes the determination to reduce or waive fees that exceed automatic waiver thresholds. Accumulates and maintains statistics on the number of requests that were released or denied under both FOIA and PA acts, and reports this to GSA officials each fiscal year. Reviews all new forms to ensure they have the proper notice and disclosure statement(s), when applicable.

Provides leadership, expert assistance and authoritative advice on interpretation of governing policy in the Freedom of Information Act program area. Researches the most sensitive, complex or otherwise controversial issues, utilizing all resources available. In those cases where existing agency policy does not cover the problem or issue under review, incumbent consults references such as United States Code and the Code of Federal Regulations, Comptroller General and GAO audit decisions, and other legal precedents available' interprets these legal sources, and develops definitive policy recommendations based on extensive analysis. Findings and recommendations ensure that agency policy remains in conformance with ongoing governmental, Presidential and/or Congressional initiatives.

Provides technical expertise to GSA personnel and is called upon to

review and/or assess problematic or potentially controversial situations which are extraordinary, unique or otherwise contentious in nature.

Implements decisions made by higher level agency management officials, oftentimes facilitating the work of other agency employees to accomplish desired objectives. Ensures that the decisions are reflected in legislative and policy proposals, in internal directives and subsequently, in organizational operating procedures.

Using technical knowledge, incumbent serves as a primary agency contact for key programmatic decisions in the Freedom of Information Act area related to the headquarters or regional organizations. Provides critical analysis of pressing issues and required policy recommendations to management officials in formulating decisions regarding changing responsibilities or business needs, as well as in the design/development and evaluation of the ongoing and/or new program issues. Solutions to unique operating problems may require the incumbent to study methodologies and practices employed by other Federal institutions or private sector companies. Bench-marking of this fashion provides information which fosters innovative solutions to agency problems.

As a technical authority, incumbent serves as a troubleshooter for program personnel on a diverse range of issues, projects, or concerns requiring an overview of the total agency operations with respect to resolving significant, controversial and/or otherwise highly charged situations. As such, serves as a liaison to high-ranking program personnel within the Central Office and the regions to convey information regarding program activities, agency policies and goals; to clarify procedures; and to interpret directives and/or other governing regulations as needed. Reviews and/or prepares highly technical reports and/or papers on important and extremely complex matters which influence not only the immediate work group, but which have widespread impact in terms of current and/or future programs.

As needed, incumbent serves as a coordinator and representative for the Division Director for major FOIA program issues and meetings involving other internal and external organizations, and provides advice, comments and recommendations as appropriate. Participates in the review of FOIA program activities to identify problems and recommends corrective measures or alternative approaches for implementation by Central Office and regional management officials. Works with other recognized technical experts within the agency to develop a coordinated approach to unique problems or areas in which GSA, other Federal agencies or the private sector have previously not been involved or concerned.

Participates in studies of national significance or of outstanding importance to the FOIA program area.

Applies a wide range of qualitative, and/or quantitative methods to assess and improve FOIA program effectiveness and/or complex management processes, projects and systems. Reviews specific goals

and objectives; monitors the sequence and timing of key FOIA program events and milestones and evaluates overall program accomplishment and significant contributions in terms of agency goals.

Develops long range plans and recommendations as to the best methods used to meet organizational goals, objectives and to adapt to changing needs based on knowledge of known and projected FOIA program or organizational requirements. Performs special assignments as directed which may involve any phase of the FOIA program and which frequently overlap into other related functional disciplines as well.

As required by the organizational setting, may also lead a project group of technical personnel in the substantive work of the unit.

#### Factor 1: knowledge Required by the Position, Level 1-8, 1550 Points

Mastery of the Freedom of Information Act program to apply experimental theories and new developments to problems not susceptible to treatment by accepted methods and to make decisions or recommendations significantly changing, interpreting or developing important public policies or programs.

Expert knowledge of the FOIA and PA, their governing laws, regulations, methodologies and/or policies to provide sound and authoritative technical guidance on all issues related to the assigned program.

Comprehensive analytical skills to apply a wide range of qualitative and quantitative methods for the assessment and improvement of FOIA program effectiveness.

Knowledge and skill in applying analytical and evaluative techniques for interpreting Army regulations, GSA directives, Federal laws, and Department of Justice publications in order to make decisions regarding release/withholding of requested information and coordinating and locating information requested under the Freedom of Information Act (FOIA) and Privacy Act (PA), and to ensure proper release/disclosure of information requested.

Skill in oral communications to present sensitive recommendations to higher authority, to obtain compliance with policies for activities within the Central Office and regional setting, to articulate positions/policy of vast technical complexity and to represent the agency on task forces.

Knowledge of the agency's missions, program and legislative history to develop and advise on policies to implement program goals.

#### Factor 2: Supervisory Controls, Level 2-5, 650 Points

The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects and work to be done. The employee, having developed expertise in the

line of work, is responsible for planning and carrying out the assignment; resolving most of the conflicts that arise; coordinating the work with others as necessary; and interpreting policy on his/her own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress, potentially controversial matters or far-reaching implications.

Most completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work or effectiveness in meeting requirements or expected results. Given the incumbent's role in the development, interpretation and implementation of policy, completed work may also be subject to clearance procedures from higher levels in the agency.

#### Factor 3: Guidelines, Level 3-5, 650 Points

Guidelines for FOIA and Privacy Act are found in GSA regulations and directives, Privacy Act System Notices, Federal laws, and Department of Justice publications; however, incumbent must exercise judgment in the applicability of various provisions of these publications as they relate to each action as well as in coordinating locally and determining the location and custodian of requested information and whether to release or withhold requested information.

Guidelines are broadly stated and nonspecific, e.g., broad policy statements, agency goals and/or objectives and basic legislation that require extensive interpretation. At this level, the employee is a recognized technical authority on the development and/or interpretation of agency guidelines, policies, legislation and regulations. Incumbent must use considerable judgment and ingenuity in interpreting the intent of the guides that do exist and in developing applications to FOIA work.

Frequently, the incumbent is recognized as a technical authority in the development and interpretation of guidelines in the field of expertise.

#### Factor 4: Complexity, Level 4-5, 325 Points

Work includes varied duties requiring many different and unrelated processes and methods that are applied to a broad range of activities or substantial depth of analysis, typically for an administrative or technical field. Assignments include planning, implementing, evaluating or managing far-reaching, significant projects for the regional or headquarters Service/Staff organizations. The work involves the development of new policies, strategies and methods impacting agency personnel and often requires significant departures from standard practices and procedures to resolve wide spread or critical problems; develop and evaluate new policies, methods, techniques or criteria; and to advise on the interpretation and implementation of new and/or revised procedures.

Decisions regarding what needs to be done include major areas of

uncertainty in approach, methodology or interpretation and evaluation processes that result from such elements as continuing changes in program, technological developments, unknown agendas or conflicting requirements.

Factor 5: Scope and Effect, Level 5-5, 325 Points

Work involves planning, developing and carrying out vital projects and programs which are central to the agency's Central Office/regional functioning and/or in isolating and defining unknown conditions, resolving critical problems or developing new theories.

The purpose of the work is to ensure all releasable Government documents are made available to the public upon request without compromising national security, personal privacy, proprietary information, law enforcement techniques, other Federal Statutes, or other withholding provisions of the FOIA and PA. Incumbent is responsible for all FOIA/PA requests throughout GSA; therefore, the incumbent must provide guidance to all subordinate FOIA and PA officers. Ensures all information released is a proper disclosure and all denials are in accordance with applicable guidelines and laws to avoid litigation and appeals if possible and that the Government can prevail in the event litigation or appeals become inevitable. Avoidance of lawsuits requires error-free performance. Provides advice and guidance to all levels within the GSA. Work efforts contribute to the accomplishment of the GSA mission and support multi-mission activities within the GSA area of responsibility. Work also contributes to the effective and efficient management of recorded information.

The work product or service (e.g., the employee's advice, guidance or other results of the work) affects the work of other experts, the development of major aspects of administrative or professional programs or missions, the successful achievement of major programs conducted by the agency or the well-being of substantial numbers of people.

Factors 6/7: Personal Contacts and Purpose of Contacts, Level 4C, 330 Points

Personal contacts, which occur in highly unstructured settings, are with the highest level agency managers at the Central Office or regional level; high-ranking officials from outside the agency, oftentimes at the national level; top Congressional staff officials; and executives of comparable private sector organizations.

Purpose is to justify, defend, negotiate or settle matters involving significant or controversial issues, e.g., recommendations affecting major programs, dealings with substantial expenditures or significantly changing the nature and scope of organizations. Work usually involves active participation in conferences, meetings, hearings or presentations involving problems or issues of considerable consequence or importance. Persons contacted typically have diverse viewpoints, goals or objectives,

requiring the incumbent to achieve a common understanding of the problem and a satisfactory solution by convincing them, arriving at a compromise or developing suitable alternatives.

Factor 8: Physical Demands, Level 8-1, 5 Points

Work is sedentary. Typically, the employee sits comfortably to do the work. There may be some walking, standing, bending, carrying of light items or driving an automobile. No special physical demands are required to do the work.

Factor 9: Work Environment, Level 9-1, 5 Points

The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries or commercial vehicles.

Total Points: 3840

Evaluation:

Reference: Position Classification Flysheet for Government Information Series, GS-306 dated 03-12; Administrative Analysis Grade Evaluation Guide dated 08-90.

Title and series: Government Information Specialist, GS-306.

Grade: 3840 points are allocated which results in a grade level of GS-14 (3605-4050).

Classification: Government Information Specialist, GS-306-14.

Additional  
Description

Created By SNA SBGopinadam, 9/11/2012 10:49 AM Last Modified By Mark Whitesell, 5/6/2015 3:55 PM

**PD History**

**5/6/2015 3:55 PM**

User	Mark Whitesell
Action	Changed I/A from No to Yes.

**1/14/2015 1:47 PM**

User	Mark Whitesell
Action	Changed <b>Service/Staff Office/Region</b> from Ofc of the Administrator to <b>Office of Administrative Services</b> . Changed <b>Public Trust Indicator</b> to <b>Level 5 - Moderate Risk (5)</b> . Changed <b>Position Sensitivity to Non-sensitive (1)</b> . Changed <b>Description</b> .

**9/20/2012 3:53 PM**

User	SNA SBGopinadam
Action	Changed <b>Description</b> .

9/11/2012 10:49 AM

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User **SNA SBGopinadam**

Action **Created.**

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